



March 2006

Proposed Changes to State Rules – State Need Grant and State Work Study Programs

Overview

Board staff are proposing amendments to state rules for the State Need Grant and State Work Study programs to reflect recent changes in state law.

Public hearings on the proposed rule changes are scheduled for May 23 at the Higher Education Coordinating Board office in Olympia. The board will be asked to consider adoption of the new rules at the July 27 board meeting. Following, is a summary of the proposed rules changes. An annotated copy of the proposed language is included in Appendix A.

Highlights of the Proposed Rules Changes

State Need Grant Program

- Allow students participating in a less-than-half-time state pilot program to qualify for the grant while enrolled in only four or five credits. The grant value would be equal to one-quarter of the award for full-time students.
- Exempt students participating in the pilot program from having to be officially enrolled in a degree program.
- Make the award amount for community college students enrolled in an applied bachelor's degree program equal to the award amount for students enrolled at a public comprehensive university.
- Assure that unexpended or recaptured grant funds are used for youths who previously participated in the state's foster care program. This amendment would effectively guarantee that needy former foster youth would receive the award.

State Work Study Program

- Give priority in funding to youth who previously participated in the state's foster care program.

State Need Grant Program (WAC 250-20)

House Bill 1345: Pilot Program for students attending less than half-time

House Bill 1345, enacted into law in 2005, permitted students at a limited number of colleges to receive the State Need Grant award while enrolled for four or five credits per term. The pilot program for students attending college less than half-time grew out of the board's proposal in the *2004 Strategic Master Plan for Higher Education* to develop a student aid program for low-income workers. The pilot program ends June 30, 2007.

The proposed rules change would allow students participating in the pilot program to receive a grant while enrolled in only four or five credits. The grant value would be equal to one-quarter of the regular full-time award. Current rules define part-time enrollment as between six and eleven credits per term.

In addition, board staff are proposing an amendment that would permit students enrolled in the pilot program to receive the grant for up to one year before being required to matriculate into a degree program. Staff at the nine participating colleges and universities report that the matriculation requirement is a barrier to serving these students. Many low-income students enroll for fewer than six credits because they are new to college, unsure of their academic direction, and exploring what higher education has to offer. Enrollment in a degree program is required for all other State Need Grant recipients.

After consultation with the board's student assistance subcommittee, board staff have sent the participating pilot schools a "safe harbor" guidance memo, permitting them to begin awarding grants to non-matriculated students who are enrolled less than half-time.

House Bill 1794: Pilot program for applied bachelor's degrees

Engrossed Second Substitute House Bill 1794 (E2SHB), enacted in 2005, authorized community or technical colleges to offer bachelor's degrees to students through a pilot program. Beginning in fall 2006, four community or technical colleges will begin preparing for students entering fall of 2007. Students pursuing the applied bachelor's degrees at the two-year public colleges will pay the same tuition as students attending the public comprehensive universities.

Since the maximum State Need Grant award is based on public sector tuition, board staff are proposing a change in rules regarding one award amount per sector. The change would allow the State Need Grant award for community college students enrolled in applied bachelor's programs to equal the State Need Grant award for students enrolled at the public comprehensive universities.

The proposed amendment permitting a second award amount in a sector would affect only community college students enrolled in the state pilot program. It would not extend to students in any other sector.

House Bill 1079: Funding Priority for Former Foster Youth

Engrossed Substitute House Bill 1079 (ESHB 1079), also enacted in 2005, made former foster youth a priority for State Need Grant funds. Under the proposed amendment, any unexpended or recaptured State Need Grant funding would be used to meet the State Need Grant eligibility of former foster youth.

State Work Study Program (WAC 250-40)

The 2005 legislature through ESHB 1079 made former foster youth a priority for State Work Study funding. The proposed rules would give priority in funding to youth who previously participated in the state's foster care program.

State Need Grant

WAC 250-20-011

Student eligibility.

For a student to be eligible for a state need grant he or she must:

(1) Be a "needy student" as determined by the higher education coordinating board in accordance with RCW [28B.10.802](#). ~~These students must also meet the "income cutoff", be a "former foster youth" or be a "disadvantaged student", who has completed a board approved program designed to promote early awareness of, and aspiration to, higher education.~~

(2) Be a resident of the state of Washington in accordance with RCW [28B.15.012](#) (2)(a) through (d).

(3) Be enrolled or accepted for enrollment as an undergraduate student at a participating postsecondary institution or be a student under an established program designed to qualify him or her for enrollment as a full-time student at a postsecondary institution in the state of Washington.

(a) For purposes of need grant eligibility, the student must be enrolled, at time of disbursement, in a course load of at least six credits per quarter or semester or, in the case of institutions which do not use credit hours, in a program of at least six hundred clock hours requiring at least twelve clock hours of instruction per week.

(b) A student enrolled less than half time may not receive this grant for the term in question ~~(except as specified in WAC 250-20-021 Less-Than-Halftime Pilot Project)~~, but is eligible for reinstatement or reapplication for a grant upon return to at least a half-time status. Correspondence courses may not comprise more than one-half of the student's minimum credit load for which aid is being considered.

(c) Have a high school diploma or its equivalent. Equivalent standards include a general education development certificate, a certificate of completion of a home study program recognized by the student's home state. For a student without a high school diploma or its equivalent, he or she must pass a federally recognized ability-to-benefit test as is required for the receipt of federal student aid.

(4) Maintain satisfactory progress as defined in WAC [250-20-021](#)(19).

(5) Not be pursuing a degree in theology.

(6) Not have received a state need grant for more than the equivalent of ten full-time semesters or fifteen full-time quarters or equivalent combination of these two, nor exceed one hundred twenty-five percent of the published length of time of the student's program. A student may not start a new associate degree program as a state need grant recipient until at least five years have elapsed since earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. A student shall be deemed to have received an associate degree as a state need grant recipient if the student received state need grant payments in more than three quarters, two semesters, or equivalent clock hours while pursuing an associates degree. Upon receipt of a bachelor's degree ~~or its foreign equivalent~~, a student is no longer eligible.

(7) Have ~~submitted the Free Application for Federal Student Aid to receive consideration for~~ ~~made a bona fide application for~~ a Pell grant.

(8) Certify that he or she does not owe a refund ~~or repayment~~ on a

Clarifies that the eligible student must demonstrate financial need as well as meet at least one of three other criteria:

1. Income cutoff
2. be a former foster youth
3. be a disadvantaged student

Acknowledges the exception for the less-than halftime pilot project.

In accordance with federal guidelines, this clarifies that a student who has received a baccalaureate degree is ineligible for the grant.

Clarifies that the manner in which a student applies for the federal Pell grant is through the FAFSA.

Clarifies that students who owe a repayment on other state or federal aid are ineligible for the

<p>state need grant, a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant, and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.</p>	<p>grant until the repayment obligation has been satisfied.</p>
<p>WAC 250-20-013</p> <p>Institutional eligibility.</p> <p>(1) For an otherwise eligible student to receive a state need grant, he or she must be enrolled in an eligible program at a postsecondary institution approved by the higher education coordinating board for participation in the state need grant program <u>(except as specified in WAC 250-20-021 Less-Than-Halftime Pilot Project)</u>. To be eligible to participate, a postsecondary institution must:</p> <p>(a) Be a public university, college, community college, or vocational-technical institute operated by the state of Washington, or any political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level with full institutional accreditation by an accrediting association recognized by rule of the board.</p> <p>(b) Participate in the federal Title IV student financial aid programs, including, at a minimum, the Federal Pell Grant program.</p> <p>(2) In addition, a for-profit institution must:</p> <p>(a) Be certified for participation in the federal Title IV student financial aid programs. A for-profit institution that is provisionally certified for participation in the federal Title IV student financial aid programs due to its failure to meet the factors of administrative capability or financial responsibility as stated in federal regulations, or whose participation has been limited or suspended, is not eligible to participate in the state need grant program until its full eligibility has been reinstated.</p> <p>(b) Demonstrate to the satisfaction of the board that it is capable of properly administering the state need grant program. In making a determination of administrative capability, the board will consider such factors as the adequacy of staffing levels, staff training and experience in administering student financial aid programs, standards of administrative capability specified for purposes of federal Title IV program eligibility, its student withdrawal rate, its federal student loan cohort default rate, and such other factors as are reasonable. In determining the administrative capability of participating institutions, the board will also consider the institution's compliance with state need grant program regulations and guidelines.</p> <p>(c) Demonstrate to the satisfaction of the board that it has the financial resources to provide the services described in its official publications and statements, provide the administrative resources necessary to comply with program requirements, and that it meets the financial responsibility standards for participation in the federal Title IV programs.</p> <p>(d) Renew its eligibility each year under these standards.</p> <p>(3) Nothing in this section shall prevent the board, in the exercise of its sound discretion, from denying eligibility or terminating the participation of an institution which the board determines is unable to properly administer the program or to provide advertised services to its students.</p>	<p>Acknowledges the exception created by the less-than-halftime pilot project.</p>
<p>WAC 250-20-021</p>	

Program definitions.

(1) The term "needy student" shall mean a post-high school student of an institution of postsecondary education who demonstrates to the higher education coordinating board the financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter. The determination of need shall be made in accordance with federal needs analysis formulas and provisions as recognized and modified by the board.

(2) The term "disadvantaged student" shall mean a student who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance is unlikely to aspire to, or enroll in, higher education. Generally, this shall mean a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state's median or has participated in a means tested early awareness program designed to qualify him or her for enrollment as a fulltime student at a postsecondary institution in the state of Washington.

(3) The term "postsecondary institution" shall mean:

(a) Any public university, college, community college, or vocational-technical institute operated by the state of Washington political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an approved accrediting association.

(b) If such institution agrees to participate in the program in accordance with all applicable rules and regulations.

(c) Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of an approved accrediting association.

(d) The separate accreditation requirement is waived for branch campuses of out-of-state institutions if the branch campus:

(i) Is eligible to participate in federal student aid programs; and

(ii) Has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and

(iii) Has an annual enrollment of at least seven hundred full-time equivalent students.

(4) The term "approved accrediting association" shall mean the following organizations:

(a) Northwest Association of Schools and Colleges;

(b) Middle States Association of Colleges and Schools, Commission on Higher Education;

(c) New England Association of Schools and Colleges;

(d) North Central Association of Colleges and Schools;

(e) Southern Association of Colleges and Schools;

(f) Western Association of Schools and Colleges;

(g) Accrediting Bureau of Health Education Schools;

(h) Accrediting Council for Continuing Education and Training;

(i) Accrediting Commission of Career Schools and Colleges of

Clarifies the definition of the disadvantaged student. This definition is used to permit certain TRIO and Gear-Up students to qualify for the grant.

<p>Technology;</p> <p>(j) Accrediting Council for Independent Colleges and Schools;</p> <p>(k) National Accrediting Commission of Cosmetology Arts and Sciences.</p> <p>(5) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW 28B.15.012 (2)(a) through (d) and board-adopted rules and regulations pertaining to the determination of residency.</p> <p>(6) "Dependent student" shall mean any post-high school student who does not qualify as an independent student in accordance with WAC 250-20-021 (6).</p> <p>(7) "Independent student" shall mean any student who qualifies as an independent student for the receipt of federal aid. These qualifications include a student who has either:</p> <p>(a) Reached his or her twenty-fourth birthday before January 1st of the aid year; or,</p> <p>(b) Is a veteran of the U.S. Armed Forces; or,</p> <p>(c) Is an orphan or ward of the court; or,</p> <p>(d) Has legal dependents other than a spouse; or,</p> <p>(e) Is a married student or a graduate/professional student; or,</p> <p>(f) Is determined to be independent for the receipt of federal aid on the basis of the professional judgment of the aid administrator.</p> <p>(8) Definitions of "undergraduate students" will be in accord with definitions adopted for institutional use by the board.</p> <p>(9) "Student budgets" are determined by institutions and approved by the Board. The student budget shall consist of that amount required to support an individual as a student for nine months and may take into consideration cost factors for maintaining the student's dependents. This should be the amount used to calculate the student's total need for all state and federal funds.</p> <p>(10) "State need grant cost-of-attendance" is the standard student cost per sector, as developed by the board.</p> <p>(a) The costs-of-attendance for each sector are calculated by adding together a standard maintenance allowance for books, room, board, transportation and personal items, for all undergraduate students statewide as developed by the Washington Financial Aid Association, and the sector's regular tuition and fees for full-time, resident, undergraduate students.</p> <p>(b) In no case may the costs-of-attendance exceed the statutory ceiling established by RCW 28B.92.808(4)92.060. The ceiling is calculated by adding together the same standard maintenance allowance used in determining the state need grant cost-of-attendance, plus the regular tuition and fees charged for a full-time resident undergraduate student at a research university, plus the current average state appropriation per student for operating expenses in all public institutions.</p> <p>(c) For example, in the 1992-93 academic year, the value of the statutory ceiling is \$13,783. This value is composed of the Washington Financial Aid Association's maintenance budget of \$6,964, plus the regular tuition and fees charged for a resident undergraduate student at a research university of \$2,274, plus the current average state appropriation per student for operating expenses in all public institutions</p>	<p>Acknowledges the practice of accepting student budgets that are constructed by the schools based on guidelines from the board.</p> <p>Updates an RCW reference based on the re-codification of student aid programs.</p>
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of \$4,545.

(d) The value of each element used in the construction of the statutory ceiling will be updated annually.

(e) The higher education coordinating board will consult with appropriate advisory committees and the representative association of student financial aid administrators, to annually review and adjust the costs-of-attendance. The costs-of-attendance for each sector will be published concurrent with annual guidelines for program administration.

(11) "Family income" is the student's family income for the calendar year prior to the academic year for which aid is being requested.

(a) Income means adjusted gross income and nontaxable income as reported on the federally prescribed application for federal student aid.

(b) For the dependent student family income means parental income.

(c) For the independent student family income means the income of the student and any other adult, if any, reported as part of the student's family.

(d) The institutional aid administrator may adjust the family's income up or down to more accurately reflect the family's financial situation during the academic year. When such adjustments are made they shall be consistent with guidelines for making changes to determine federal student aid eligibility.

(12) "Income cutoff" means the amount of family income below which a student is determined to be eligible for the state need grant.

(a) The cutoff shall be expressed as a percent of the state's median family income. The exact point of cutoff shall be determined each year by the board based on available funding.

(b) The board will endeavor to award students, in order, from the lowest income to the highest income, within the limits of available funding.

(c) At the discretion of the institution's aid administrator, a student who is eligible for a state need grant in a given academic year may be deemed eligible for the ensuing academic year if his or her family income increases by no more than three percent, even if the stated median family income cutoff for grant eligibility is lower than that amount.

(13) "Median family income" is the median income for Washington state, adjusted by family size and reported annually in the federal register.

(14) "Base grant" is the state need grant award for each sector before the addition of a dependent care allowance. The base grant per student will be no less than the published base grant in 1998-1999. The base grant may be further adjusted according to the student's family income level and rate of enrollment as described in WAC [250-20-041](#).

For certain students who have completed board approved early awareness and preparation programs such as ~~the Washington National Early Intervention Scholarship Program, its successor program GEAR-UP~~, or a Trio program, the base grant will be an amount fixed annually by the board. Generally the base grant, in these cases, will be no less than the current value of the federal PELL grant program.

(15) "Dependent care allowance" is a flat grant amount, to be determined by the board, which is in addition to the eligible student's base grant.

(a) The allowance is awarded to those students who have dependents in need of care. The dependent must be someone (other

Updates the reference - Gear-Up is the successor of the old NEISP program.

than a spouse) living with the student.

(b) Care must be that assistance provided to the dependent by someone outside of the student's household and not paid by another agency.

(c) Eligible grant recipients must document their need for the dependent care allowance.

(16) "State need grant award" is the base grant adjusted according to level of family income, plus a dependent care allowance, if applicable.

(17) "Academic year" is that period of time between July 1 and the following June 30 during which a full-time student would normally be expected to complete the equivalent of two semesters or three quarters of instruction.

(18) "Clock hours" means a period of time which is the equivalent of either:

(a) A 50 to 60 minute class, lecture, or recitation, or

(b) A 50 to 60 minute period of faculty-supervised laboratory shop training or internship.

(19) "Gift equity packaging policy" is the institution's policy for assigning gift aid to needy, eligible students.

(20) "Satisfactory progress" is the student's successful completion of a minimum number of credit or clock hours for each term in which the grant was received. Each school's policy for measuring progress of state need grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which the aid was disbursed.

(a) The minimum satisfactory progress standard for full-time students is twelve credits per term or 300 clock hours per term. Satisfactory progress for three-quarter time students is nine credits per term or 225 clock hours per term. Satisfactory progress for half-time students is six credits per term or 150 clock hours per term.

(b) Each school's policy must deny further disbursements of the need grant at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy.

(c) The school may make disbursements to a student who is in a probationary status. "Probation" is defined as completion of at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the board, which limits the number of terms in which a student may receive the need grant while in a probationary status.

(d) The school's aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into a satisfactory progress status, in response to an individual student's extenuating circumstances.

(21) The term "full institutional accreditation" shall mean the status of public recognition that an accrediting agency recognized by the U.S. Department of Education grants to an educational institution that meets the agency's established standards and requirements. Institutional accreditation applies to the entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives.

(22) The term "eligible program" for a public or private nonprofit educational institution, shall mean an associate or baccalaureate degree

<p>program; at least a two-year program that is acceptable for full credit toward a bachelor's degree, or at least a one-year educational program that leads to a degree or certificate and prepares the student for gainful employment in a recognized occupation. The term "eligible program" for a for-profit or a postsecondary vocational institution shall mean a program which provides at least a 15-week undergraduate program of 600 clock hours, 16 semester hours, or 24 quarter hours. The program may admit students without an associate degree or equivalent. The term "eligible program" for a for-profit or a postsecondary vocational institution may also be a program that provides at least a 10-week program of 300 clock hours, 8 semester hours, or 12 quarter hours. A program in this category must be an undergraduate program that admits only students with an associate degree or equivalent. To be an "eligible program," a program must be encompassed within the institution's accreditation and be an eligible program for purposes of the federal Title IV student financial aid programs.</p> <p>(23) The three "public sectors of higher education" are the research universities, comprehensive <u>colleges and</u> universities, and the community and technical colleges.</p> <p>(24) A "for-profit institution" is a postsecondary educational institution other than a public or private nonprofit institution which provides training for gainful employment in a recognized profession.</p> <p>(25) A "postsecondary vocational institution" is a public or private nonprofit institution which provides training for gainful employment in a recognized profession.</p> <p><u>(26) The "less than halftime pilot project" is defined as follows</u></p> <p><u>(a) The pilot project is authorized for 2005-2007 in chapter 299, session laws of 2005 and is meant to test the feasibility of providing state need grant awards to students who enroll in four or five credits.</u></p> <p><u>(b) The Board shall select up to ten schools to participate in the pilot project.</u></p> <p><u>(c) All rules and guidelines that govern student and school participation in the state need grant program shall apply to pilot project except the following:</u></p> <p><u>(i) The student may enroll for four or five credits per term.</u></p> <p><u>(ii) The grant award is equal to one-quarter of the regular base grant amount.</u></p> <p><u>(iii) Students otherwise enrolled in credit bearing coursework may receive the grant for up to one academic year before being accepted into a program that leads to a degree or certificate.</u></p> <p><u>(27) The term "former foster youth" means a person who is at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.</u></p>	<p>Eliminates a reference that was previously copied from federal guidelines in about 1996. Subsequent interpretation of that guideline makes it clear that this is intended to describe graduate programs which by definition are ineligible for SNG participation.</p> <p>Mirrors the RCW.</p> <p>Provides a definition of the less-than-halftime pilot project and specifies those programmatic elements that are different than the regular SNG program:</p> <p>They are:</p> <ol style="list-style-type: none"> 1. 4 or 5 credit enrollment 2. grant value equal to ¼ of the fulltime award 3. Student has up to one-year to be accepted in a degree granting program. <p>Provides a definition of former foster care youth that mirrors the statute.</p>
<p>WAC 250-20-041</p> <p>Award procedure.</p> <p>(1) The institution will offer grants to eligible students from funds reserved by the board. It is the institution's responsibility to ensure that the reserve is not over expended within each academic year.</p> <p>(2) The state need grant award for an individual student shall be the base grant, appropriate for the sector attended and a dependent care</p>	

allowance, if applicable, adjusted for the student's family income and rate of enrollment. Each eligible student receiving a grant must receive the maximum grant award for which he or she is eligible, unless such award should exceed the student's overall need or the institution's approved gift equity packaging policy.

(3) The grant amount for students shall be established as follows:

(a) The award shall be based on the representative average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the higher education coordinating board. [The award for students enrolled in the applied baccalaureate pilot program authorized in RCW 28B.50.810 shall be based on the representative tuition and fees used for the comprehensive universities.](#)

(b) Except for the 2003-04 and 2004-05 academic years, the base grant award shall not exceed the actual tuition and fees charged to the eligible student. During the 2003-04 and 2004-05 years the grant award may exceed the tuition charged to the eligible student by fifty dollars.

(c) The base grant award for students attending independent four-year institutions shall be equal to that authorized for students attending the public four-year research institutions. The base grant for students attending private vocational institutions shall be equal to that authorized for students attending the public community and technical colleges.

(4) The total state need grant award shall be reduced for students with family incomes greater than fifty percent of the state's median and for less than full-time enrollment.

(a) Students whose incomes are equal to fifty-one percent to seventy-five percent of the state's median family income shall receive seventy-five percent of the maximum award. Students whose incomes are equal to seventy-six percent to one hundred percent of the state's median family income shall receive fifty percent of the maximum award. Students whose incomes are equal to one hundred one percent to one hundred twenty-five percent of the state's median family income shall receive twenty-five percent of the maximum award.

(b) Eligible students shall receive a prorated portion of their state need grant for any academic period in which they are enrolled at least half-time, as long as funds are available. Students enrolled at a three-quarter time rate, at the time of disbursement, will receive seventy-five percent of their grant. Students enrolled half-time at the time of disbursement will receive fifty percent of their grant.

(5) Depending on the availability of funds, students may receive the need grant for summer session attendance.

(6) The institution will be expected, insofar as possible, to match the state need grant with other funds sufficient to meet the student's need. [Matching moneys may consist of student financial aid funds and/or student self help.](#)

(7) All financial resources available to a state need grant recipient, when combined, may not exceed the amount computed as necessary for the student to attend a postsecondary institution. The student will not be considered overawarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by \$200 or less by the end of the academic year.

(8) The institution shall ensure that the recipient's need grant award, in combination with grant aid from all sources, not exceed seventy-five percent of the student's cost-of-attendance. In counting self-help sources of aid, the aid administrator shall include all loans, employment, work-study, scholarships, grants not based on need, family contribution, and unmet need.

Permits students enrolled in the applied BA degree pilot program to receive grants equal to those received by students at the public comprehensive schools. Applied BA degree students will be charged tuition equal to that charged to comprehensive universities.

Eliminates an unnecessary and somewhat contradictory reference.

<p>(9) The institution will notify the student of receipt of the state need grant.</p> <p>(10) Any student who has received at least one disbursement and chooses to transfer to another participating institution within the same academic year may <u>request that the receiving institution</u> apply to the board for funds to continue receipt of the grant at the receiving institution.</p> <p><u>(11) A separate limited reserve is set aside for disadvantaged students and former foster youth.</u></p>	<p>Clarifies that it is the school that requests monies from the transfer fund, not the student.</p> <p>By setting aside a reserve of funds for former foster youth the board can assure the eligible student that the grant will be available.</p>
<p>WAC 250-20-071</p> <p>Appeal process.</p> <p>Should a student question his or her state need grant eligibility or award, the following procedures should be followed:</p> <p>(1) The student should direct questions and appeals to the financial aid officer at the institution he or she attends.</p> <p>(2) If the student is not satisfied with the response of the institution, he or she should assemble all relevant academic, financial, and personal data and forward it to the higher education coordinating board for review.</p> <p>(3) The board's division of student financial aid will review all material submitted and, if possible, will resolve the problem, advising the student of his or her eligibility and generating an award or, if the student is not eligible for a state need grant, advising the student of the reason for denial.</p> <p>(4) The higher education coordinating board will convene its review committee to consider the situation of any student whose state need grant eligibility is questionable, or upon the request of the student. If the committee finds the student eligible for state need grant receipt, it will advise the financial aid administrator at the institution the student attends and will recommend to the school that the student's state need grant award be processed immediately. If the review committee finds the student not eligible for state need grant receipt, it will advise the student of the reason for denial.</p> <p>(5) If the student is not satisfied with the resolve by the review committee, the student's final recourse is submission of his or her case to <u>the executive director of</u> the higher education coordinating board.</p>	<p>Clarifies the appeals process.</p>

State Work Study

250-40-040

Student eligibility and selection.

(1) Eligibility criteria. In order to be eligible for employment under this program the student must:

(a) Demonstrate financial need.

(b) Be enrolled or accepted for enrollment as at least a half-time undergraduate, graduate or professional student or be a student under an established program designed to qualify him or her for enrollment as at least a half-time student at an eligible institution of postsecondary education.

(c) Be capable, in the opinion of the institution, of maintaining good standing in a course of study while employed under the program, and demonstrate satisfactory progress toward degree or certificate completion.

(d) Not be pursuing a degree in theology.

(e) Not owe a refund or repayment on a state or federal financial aid grant program and not be in default on a loan made, insured, or guaranteed under federal and state financial aid loan programs.

(2) Criteria for institutional determination of financial need and the making of awards.

(a) Standard budgetary costs will be determined by the institution subject to approval by the higher education coordinating board.

(b) Total applicant resources shall be determined in accordance with the federal methodology system of need analysis. Institutional financial aid officers may make reasonable adjustments to the computed total applicant resources if individual circumstances warrant such adjustments.

Any adjustments must be documented and placed in the student's financial aid records.

(c) The work-study award shall be designed in such a manner that the sum total of financial aid awarded any one student will not exceed the difference between the total applicant's resources and the budgetary cost of education.

(d) Each institution must have a policy relating to the continuance of aid for students who enroll in but do not complete the number of credit or clock hours required to maintain satisfactory progress toward completion of his or her degree or program objective. The institution must submit its policy to the board annually for approval.

(3) Priorities in placing students.

(a) Provide work opportunities for students who are defined to be residents of the state; particularly former foster youth as defined in RCW 28B.92.060. Residents of the state are defined in RCW 28B.15.012 and 28B.15.013 except resident students defined in RCW 28B.15.012(2)(g).

(b) After consideration of (a) of this subsection, then provide job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements wherever appropriate; and

(c) Whenever appropriate, provide opportunities for off-campus

Makes former foster youth a priority for SWS funding.

Incorporates the definition of resident from the SWS statute.

<p>community service placements.</p> <p>(4) Job placements are encouraged in occupations that meet Washington's economic development goals especially those in international trade and international relations.</p> <p>[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-040, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-040, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-040, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-040, filed 7/29/87. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-040, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-040, filed 4/14/80; Order 5-77, § 250-40-040, filed 5/11/77; Order 6-74, § 250-40-040, filed 9/17/74.]</p>	
<p>250-40-050 Restrictions on student placement and compensation.</p> <p>(1) Displacement of employees. Employment of state work-study students may not result in displacement of employed workers or impair existing contracts for services.</p> <p>(a) State work-study students employed by public institutions of postsecondary education may not fill positions currently or formerly occupied by classified employees.</p> <p>(b) In cases of governmental employment, state work-study students may fill positions which have been previously occupied but were vacated as a result of implementing previously adopted reduction in force policies in response to employment limitations imposed by federal, state or local governments.</p> <p>(c) In all other cases, state work-study students may not fill positions which have been occupied by regular employees during the current or prior calendar or fiscal year.</p> <p>(2) Rate of compensation. All work-study positions shall receive compensation equal to the entry level salary of comparable nonwork-study positions.</p> <p>Students employed by public postsecondary educational institutions who are filling positions which are comparable to Washington personnel resources board classified positions must be paid entry level Washington personnel resources board wages for the position unless the overall scope and responsibilities of the position indicate a higher level.</p> <p>Determination of comparability must be made in accordance with state work-study program operational guidelines.</p> <p>Documentation must be on file at the institution for each position filled by a state work-study student which is deemed by the institution as not comparable to a higher education personnel board position.</p> <p>(3) Maximum total <u>state work study</u> compensation. Earnings beyond the student's state work-study eligibility must be reported to the financial aid officer, and resulting adjustments made in the financial aid package in accordance with federal methodology. In the event that a student earns more money from state work-study employment than the institution anticipated when it awarded student financial aid, the excess is to be treated in accordance with the method specified in the state work-study operational guidelines.</p> <p>(4) State share of student compensation. With the exception of board-approved off campus community service placements, the</p>	<p>Clarifies the term "compensation".</p>

state share of compensation paid students shall not exceed 80 percent of the student's gross compensation. In the following cases the state share may be established at 80 percent: (a) When employed by state supported institutions of postsecondary education at which they are enrolled; (b) when employed as tutors by the state's common school districts; (c) when employed in tutorial or other support staff positions by nonprofit adult literacy service providers in the state of Washington who meet guideline criteria for participation; and (d) when employed in an off-campus community service placement. The state share of compensation paid students employed by all other employers shall not exceed 65 percent of the student's gross compensation.

(5) Employer share of student compensation. The employer shall pay a minimum of 20 percent or 35 percent of the student's gross compensation as specified in subsection (4) above, plus the costs of any employee benefits including all payments due as an employer's contribution under the state workman's compensation laws, federal Social Security laws, and other applicable laws. The federal work-study program cannot be used to provide employer share of student compensation except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington who meet guideline criteria for participation.

(6) Academic credit for state work-study employment. Students may receive academic credit for experience gained through state work-study employment.

(7) Maximum hours reimbursed. Employment of a student in excess of an average of 19 hours per week, or in the case of on-campus graduate assistants an average of 20 hours per week, over the period of enrollment for which the student has received an award or a maximum of 40 hours per week during vacation periods will not be eligible for reimbursement from state funds.

A student may not be concurrently employed in the same position by the state work-study program and the federal work-study program and exceed the 19 hours per week average.

(8) Types of work prohibited. Work performed by a student under the state work-study program shall not be sectarian related and shall not involve any partisan or nonpartisan political activity.

(9) Relationship to formula staffing percentage. Placement of state work-study students in on-campus positions at public postsecondary educational institutions may not result in a level of employment in any budget program in excess of a formula staffing percentage specifically mandated by the legislature.

[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-050, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-050, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-050, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-050, filed 7/29/87; 86-10-014 (Order 4/86), § 250-40-050, filed 4/30/86; 82-15-054 (Order 5-82, Resolution No. 82-53), § 250-40-050, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-050, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-050, filed 4/14/80; 79-07-020 (Order 4-79, Resolution No. 79-33), § 250-40-050, filed 6/15/79; 78-08-007 (Order 3-78), § 250-40-050, filed 7/7/78; Order 5-77, § 250-40-050, filed 5/11/77; Order 6-75, § 250-40-050, filed 8/18/75; Order 6-74, § 250-40-050, filed 9/17/74.]

250-40-060 **Institutional application and allotment procedures.**

(1) Application. Institutions shall annually apply for and document

<p>campus need for student employment funds.</p> <p>(2) Institutional reserve of funds. The board shall annually develop a reserve of funds for the body of students at each eligible participating institution. Institutions will be notified of funds available for their students by May 1 of the year prior to the academic year in which awards will be given, or within a reasonable period after the legislative appropriation becomes known, whichever is later. The following steps shall govern the determination and allotment of institutional reserves:</p> <p>(a) A base funding level, or conditional guarantee, shall be adopted for each institution currently participating in the program. The initial allotment of funds to any one institution shall equal its conditional guarantee. The conditional guarantee will equal the amount of funds initially reserved to the institution for the 1992-93 fiscal year.</p> <p>(b) Eligible institutions currently not participating in the program shall be continually encouraged to enter the program, and will be funded at a reasonable level.</p> <p>(c) Each institution shall share proportionally in the event of budget reductions.</p> <p>(d) Institutions displaying a pattern of fund underutilization shall have their allocations reevaluated and reduced if appropriate.</p> <p>(e) Funding increases shall be distributed on an objective basis among institutions in a manner which, when combined with Federal Work Study allocations, furthers a parity of work opportunity among students statewide.</p> <p>(f) No institution will be awarded funds which, in the institution's judgment or judgment reasonably exercised by the board, will exceed what the institution can adequately administer.</p> <p>(3) The convening of an advisory committee. The board staff will convene its advisory committee annually in accordance with WAC 250-40-070(54) to review program policies and procedures.</p> <p>(4) Reallotments. If it is determined that an institution is unable to award all of the funds allotted it, the board will reduce its allotment accordingly and will redistribute unutilized funds to other eligible institutions. Reallotments however, shall not increase or decrease an institution's conditional guarantee.</p>	<p>Corrects a statutory reference</p>
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